

SPRING 2016

# Test Administration Directions

## End-of-Course

Test Administrator's Name



# AZMERIT

Arizona's Statewide Achievement Assessment for  
English Language Arts and Mathematics



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## Section 1. Overview of the AzMERIT Test Administration

AzMERIT measures students' knowledge in the content areas of English language arts (ELA) and Mathematics in Grades 3–8 and High School. Each AzMERIT test is aligned to Arizona's College and Career Ready Standards (AZCCRS). AzMERIT is available as a computer-based test or as a paper-based test.

American Institutes for Research (AIR) is the test vendor for AzMERIT and the provider of the online testing platform. AIR has subcontracted with Measurement Incorporated (MI) for the paper assessments. Measurement Incorporated will be handling the printing, shipping, and processing for all paper test materials.

Each District Superintendent or Charter Representative must designate an Achievement Testing District Test Coordinator to oversee AzMERIT testing for all schools within the district or under the same charter. The District Test Coordinator may delegate some responsibilities to a School Test Coordinator. The District or School Test Coordinator will be referred to as the Test Coordinator in this manual. However, the District Test Coordinator is ultimately responsible for ensuring the appropriate and correct administration of AzMERIT in all schools within the district or under the same charter.

AzMERIT tests are administered to students by Test Administrators. This document provides directions for the administration of the AzMERIT End-of-Course (EOC) tests.

This document is divided into three main sections:

1. Overview of the AzMERIT Test Administration
2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)
3. Paper-Based Testing (PBT) Scripted Directions for AzMERIT End-of-Course (EOC)

### **Test Administrators and Proctors**

Test Administrators must be employees of the school/district/charter. Proctors, who must also be employees of the school/district/charter, may be assigned to assist Test Administrators. AzMERIT Test Administrators and Proctors must be trained in proper test security and test administration procedures, must sign a test security agreement, must be thoroughly familiar with this document, and must follow the test administration procedures in this document including following the scripted directions.

### **Test Administrator Responsibilities**

Responsibilities of the Test Administrator include:

- Participating in training activities scheduled by the Test Coordinator;
- Signing and returning to the Test Coordinator the *AzMERIT Test Security Agreement*;
- Reviewing this document in advance of the testing dates;
- Adhering to test administration security procedures;
- Following the Test Administration Directions exactly as stated in this document;
- Reading aloud to the students the scripted directions exactly as stated in this document; and
- Requesting guidance from the Test Coordinator when unusual circumstances arise or when uncertain about proper procedures.

Additional responsibilities for Test Administrators at CBT schools include:

- Completing the Test Administrator Certification Course in the Test Information Distribution Engine (TIDE);
- Confirming student accommodations or test settings in TIDE; and
- Approving AzMERIT testing access to the appropriate students only.

Additional responsibilities for Test Administrators at PBT schools include:

- Receiving test materials from the Test Coordinator;
- Verifying the quantities of test materials received;
- Distributing and collecting all test materials on testing days;
- Completing the accommodations information on the back of the AzMERIT test booklets for all students receiving accommodations; and
- Returning all test materials to the Test Coordinator.

## **Students to be Tested**

Arizona public school students will test on the AzMERIT End-of-Course (EOC) tests the same semester that the student is expected to complete the course for credit.

AzMERIT EOC tests are for students enrolled in courses during the semester that is aligned to the first three English credits required for high school graduation and the first three math credits required for high school graduation. The student's grade level is not a factor in determining whether or not to participate in AzMERIT EOC testing. The three AzMERIT EOC tests for English language arts are ELA 9, ELA 10, and ELA 11. The three AzMERIT EOC tests for math are Algebra I, Geometry, and Algebra II.

All high school level English courses intended to provide students with their first three years of high school English credit shall include AzMERIT EOC testing. These courses are typically named Freshman English, Sophomore English, and Junior English or something similar, but other courses and other course names, including advanced courses (for example, Honors, AP, IB) and non-traditional courses (for example, Shakespeare, Mythology), may be used for these first three years of high school English.

The Freshman English course, or its equivalent, shall include the AzMERIT ELA 9 test in the same semester that the one credit course is completed. The Sophomore English course, or its equivalent, shall include the AzMERIT ELA 10 test in the same semester that the one credit course is completed. The Junior English course, or its equivalent, shall include the AzMERIT ELA 11 test in the same semester that the one credit course is completed.

All high school level math courses intended to provide students with their first three years of high school math credit and all math courses aligned to the first three years of the high school mathematics standards, regardless of whether high school credit is actually earned, shall include AzMERIT EOC testing. These courses are typically named Algebra I, Geometry, Algebra II or something similar, but other courses and course names, including advanced courses (for example, Honors, IB) and non-traditional courses (for example, Integrated Math), may be used for these first three years of high school level math.

Arizona's College and Career Ready Standards–Mathematics identifies the content that shall be covered in Algebra I, Geometry, and Algebra II courses. The Algebra I course, or its equivalent, shall include the AzMERIT Algebra I test in the same semester that the one credit course is completed. The Geometry

course, or its equivalent, shall include the AzMERIT Geometry test in the same semester that the one credit course is completed. The Algebra II course, or its equivalent, shall include the AzMERIT Algebra II test in the same semester that the one credit course is completed. For a multi-year integrated course sequence, each of the EOC tests in Algebra I, Geometry, and Algebra II shall be administered in the same semester that the content of the corresponding course, as identified in the Standards, has been completed.

Students with significant cognitive disabilities whose current Individualized Education Program (IEP) designates them as eligible for an alternate assessment are excluded from AzMERIT.

## **Test Administration Schedule**

The Test Coordinator is responsible for communicating the specific testing schedule to Test Administrators, Proctors, students, and parents/guardians. That testing schedule must comply with the guidance below.

For both computer-based and paper-based testing:

- Test sessions must be administered in the order described below. Testing days do not have to be consecutive days.
- For EOC testing, ELA testing days are not necessarily the same days as the Math testing days. Students should not participate in more than two test sessions per day.
- When two test sessions are scheduled on the same day, there must be a break between sessions.
- AzMERIT is untimed. A test session must be completed by the end of the school day.

For computer-based testing, students taking the same EOC test within the same school are **not** required to test on the same day. For paper-based testing, students taking the same EOC test within the same school must test on the same day.

Administering AzMERIT tests on dates other than those shown without the written permission of the Assessment Section of the ADE is a serious testing violation.

**End-of-Course Administration Schedule**

End-of-Course Test Days	Content Area	Approximate Time	Computer-Based Test Window Mar. 28–May 6, 2016	Paper-Based Test Window Mar. 28–Apr. 8, 2016
English Language Arts (ELA)—End-of-Course (EOC)—May be administered in 2 or 3 days				
Day 1	ELA Writing	45–90 minutes	Must be completed by April 15 (including make-up tests)	Must be completed on March 28 or March 29
Day 2	ELA Reading Part 1	45–75 minutes	Last day of testing (including make-up testing) May 6	Last day of testing (including make-up testing) April 8
Day 2 or Day 3	ELA Reading Part 2	45–75 minutes		
Math—End-of-Course (EOC)—May be administered in 1 or 2 days				
Day 1	Math Part 1	50–85 minutes	Last day of testing (including make-up testing) May 6	Last day of testing (including make-up testing) April 8
Day 1 or Day 2	Math Part 2	50–85 minutes		



## Test Materials

Each AzMERIT testing room should have a “Testing—Do Not Disturb” sign on its door. Each AzMERIT Test Administrator must have a copy of this manual, *Spring 2016 AzMERIT Test Administration Directions End-of-Course*. Proctors may also have a copy of this manual. Test Administrators in CBT schools must also have access to the *Test Administrator User Guide*, which can be found on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

All schools must provide scratch paper (plain, lined, or graph), pencils, and erasers for all students participating in CBT or PBT AzMERIT EOC testing. Scratch paper is required for both the ELA Writing and Math tests. **Scratch paper is prohibited for ELA Reading.**

Students at CBT schools are provided all other tools and resources needed for AzMERIT testing within the AzMERIT testing platform. It is expected that all students take the Sample Test to familiarize themselves with the testing tools, resources, and platform prior to the day of testing.

AzMERIT has no answer documents. Students at PBT schools will receive a scorable AzMERIT test booklet and a Pre-ID label for each applicable AzMERIT test.

PBT schools must provide commercially published paper dictionaries and commercially published paper thesauruses for use on ELA Writing **only**. Several copies of each of these items must be available in each testing room. PBT schools must also provide an appropriate calculator for every student participating in an AzMERIT EOC Math test. It is expected that students are familiar with the item types and responses described in the *Guide to the Sample Test* document found on the AzMERIT portal. No other resources may be provided to students for PBT testing.

### AzMERIT Calculator Policy

Calculators are permitted on AzMERIT EOC Math tests. the table below lists the types of calculators permitted. On tests where calculators are permitted, it is ideal for a student to use the recommended acceptable calculator. If the recommended calculator is not available, students may use a calculator with less functionality.

AzMERIT EOC Calculators

<b>Math End-of-Course</b>	<p>Graphing calculators permitted on AzMERIT EOC Math Part 1 and Part 2.</p> <p>No calculators with Computer Algebra System (CAS) features are allowed. Calculators may <b>NOT</b> be capable of communication with other calculators through infrared sensors. <b>NO</b> instruction or formula cards or other information regarding the operation of calculators such as operating manuals are permitted. The memory of any calculator with programming capability must be cleared, reset, or disabled when students enter the testing room. If the memory of any calculator is password protected and cannot be cleared or reset, the calculator may <b>NOT</b> be used.</p> <p>Sample acceptable calculators: TI-84 Plus, Casio FX-9750GII, or similar.</p>
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#### Additional Calculator Guidance

- The online Calculators available for the computer-based assessment are available for practice use by looking in the Key Documents at [azmeritportal.org/students-and-families](http://azmeritportal.org/students-and-families).
- For EOC tests only, an online version of the scientific and graphing calculators will be available in the Secure Browser for students taking the paper-based version of the test. Students will not need to sign in to select the online calculator.



- No laptop, tablet, or phone-based calculators are allowed to be used during the AzMERIT assessment unless they are used to access the AzMERIT Secure Browser.
- The applicable portion of the computer-based assessment will include the acceptable online version of an approved calculator. Providing handheld calculators is not a requirement for schools choosing the computer-based assessment. However, students may use an acceptable handheld calculator in addition to, or instead of, the online calculator.

Students are not allowed to share calculators during a testing session.

## **Test Security**

All Test Administrators and Proctors must be trained in proper test security procedures, must sign a test security agreement, and must adhere to test security procedures.

It is unethical and shall be viewed as a violation of test security for any person to:

- capture images of any part of the test via any electronic device;
- duplicate in any way any part of the test;
- examine, read, or review the content of any portion of the test;
- disclose or allow to be disclosed the content of any portion of the test before, during, or after test administration;
- discuss any AzMERIT test item before, during, or after test administration;
- allow students access to any test content prior to testing;
- provide any reference sheets to students during the Math test administration;
- allow students to share information during test administration;
- allow students to use scratch paper during the ELA Reading test;
- read any parts of the test to students except as indicated in the Test Administration Directions or as part of an accommodation;
- influence students' responses by making any kind of gestures (for example, pointing to items, holding up fingers to signify item numbers or answer options) while students are taking the test;
- instruct students to go back and reread/redo responses after they have finished their test since this instruction may only be given before the students take the test;
- review students' responses;
- read or review students' scratch paper; or
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security procedures.

Additional security violations for PBT testing include the following:

- reading or reviewing any test booklet during or after testing;
- changing any student response in test booklet;
- erasing any students response in test booklet;
- erasing any stray marks in test booklet; or
- failing to return all test booklets and other test materials.

Test Administrators and Proctors may **not** assist students in answering questions. Test Administrators and Proctors may **not** translate, reword, or explain any test content. No test content may ever be discussed before, during, or after test administration.

### **Use of Unacceptable Resources**

Students are not permitted to use resources on AzMERIT tests that are not specifically identified in this manual or in the document *Testing Conditions, Tools, and Accommodations Guidance for School Year 2015–2016*. The use of unacceptable resources during AzMERIT testing is a test security violation and may result in the student's test being invalidated.

Test Administrators and Proctors should monitor students while testing. If students are observed using unacceptable resources, including but not limited to, unacceptable reference materials, cell phones, or other electronic devices, the unacceptable resource must be removed and your test coordinator must be contacted as soon as possible. Allow the student to continue testing once the unacceptable resource has been removed.

Personal electronic devices, including but not limited to cell phones, smart watches, and other electronic devices, are the single largest source of test security violations. As such, students are not permitted to have access to any personal electronic devices during AzMERIT testing. Test Administrators should ask students to place all personal electronic devices in their backpacks and move their backpacks out of reach prior to starting AzMERIT testing.

### **Testing Conditions, Tools, and Accommodations**

All AzMERIT Test Administrators are expected to read and follow the guidance in the document *Testing Conditions, Tools, and Accommodations Guidance for School Year 2015–2016* posted on the ADE website at [www.azed.gov/AzMERIT](http://www.azed.gov/AzMERIT). Universal Test Administration Conditions are specific testing situations and conditions that may be offered to any student in order to provide a comfortable and distraction-free testing environment. Computer-based testing tools are available to all students participating in computer-based testing. Subject-area tools are available to all students on certain portions of AzMERIT, both computer-based and paper-based. Certain accommodations are available to students with an injury, English language learner students, and students with a disability. Accommodations are provisions made in how a student accesses the test and/or demonstrates learning that do not alter the validity of the test, score interpretation, reliability, or security of the test.

Providing unacceptable accommodations to students who may receive accommodations, providing accommodations to students who may not receive them, or failing to indicate that accommodations were provided are test administration errors. Test Administrators must know which students testing are eligible to receive accommodations and which accommodations are appropriate for each eligible student. Test Administrators must provide appropriate accommodations for eligible students and indicate which accommodations were provided to students per directions later in this manual.

### **Before AzMERIT Administration**

The location for testing must be determined prior to testing. AzMERIT tests are to be administered at Arizona schools. AzMERIT tests may be administered in a home or hospital setting for a single student. AzMERIT tests cannot be administered outside the state of Arizona.

## Preparing the Room

For both CBT and PBT, the testing room should be prepared for the test administration prior to the testing date. Good lighting, ventilation, and freedom from distracting noises and interruptions are important for student performance. Visual aids displayed in the testing room that could assist students while testing must be removed or covered completely. Arrange student seating so that students cannot easily see the computer screens or test booklets of others and so that the Test Administrator(s) and Proctor(s) can walk by each student. Students' desks and tables should be cleared of backpacks and unnecessary materials prior to the beginning of the test session.

## Preparing for Computer-Based Testing

Test Administrators should ensure the following:

- They have a copy of the AzMERIT Test Administration Directions and are familiar with testing procedures.
- They have a copy of the *AzMERIT Test Administrator (TA) User Guide*.
- They have an appropriate user role in the Test Information Distribution Engine (TIDE) provided by the Test Coordinator.
- They have completed and passed the Test Administrator Certification Course in TIDE.
- All testing devices (and headphones, keyboards, mice) are in working order.
- AzMERIT Secure Browser has been downloaded and installed on all devices.

### AzMERIT Secure Browser Icon



Before students arrive to take an AzMERIT CBT, the Test Administrator should close all programs on each testing device, then launch the secure browser by clicking the AzMERIT Secure Browser icon.

Each device being used must have the required headphone, keyboard, and mouse that will be needed for testing.

The student sign-in screen should be showing when students enter the room to take the test. In the event of technical difficulties with the secure browser, contact your Test Coordinator.

## Test Settings and Accommodations

Students who require specific test settings or testing accommodations must have those set before the test session. Those with a TIDE user role of District Test Coordinator, District Administrator, or School Test Coordinator are able to change all test settings and accommodations in TIDE any time prior to testing. Those with a Test Administrator or School Teacher user role will be able to change test settings and accommodations (except for ASL and Closed Captioning) in the Test Administrator (TA) Interface prior to approving the student for a CBT session. Information on how to add and update accommodations can be found in both the *TIDE and Test Administrator (TA) User Guides*.

### Testing Tickets

Testing tickets are an optional resource available in TIDE. Testing tickets contain the information that a student will need to sign in to the secure browser in order to test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the “Working With Student Information” section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed.

#### Sample Testing Ticket


TEST TICKET	
DEMO DISTRICT 1 (9999)	
SCHOOL 2 9999 (9991)	
LASTNAME : Abraham	
FIRSTNAME : Joe	GRADE : 10
DOB : 03/25/2000	ID : 99999106

### Preparing for Paper-Based Testing

Test Administrators should ensure the following:

- They have a copy of the Test Administration Directions.
- They check out test materials from the Test Coordinator at the beginning of each day of testing, including:
  - AzMERIT Test Booklets;
  - Student Pre-ID labels; and
  - Dictionaries, thesauruses, or calculators for appropriate test being administered.
- Student Pre-ID labels are to be affixed to test booklets **before** testing.
  - If the Student Pre-ID labels were not affixed to test booklets before being provided to the Test Administrator, the Test Administrator must affix the Student Pre-ID labels to the test booklets before passing out the test booklets to students.
  - If any student expected to test on AzMERIT is missing a Student Pre-ID label or the label is incorrect, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.
  - Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

#### Sample Pre-ID Label

SPRING 2016 AzMERIT ELA 9		
DOE, MEAGHAN		
DIST/SCH: 999-887777		
Any School		
ID: 99999999	GRADE: 09	DOB: 10/24/2000
		
20160019 0482795 0		

- AzMERIT test booklets are secure documents. While in the possession of the Test Coordinator and Test Administrator, test booklets must be kept in secure, locked storage except during actual test administration times.
- Test Administrators will return all test materials to the Test Coordinator at the end of each day of testing.

## **During AzMERIT Administration**

AzMERIT is a standardized test. The Test Administrator must follow the directions exactly as stated in Sections 2 and 3 of this document. The scripted directions are formatted to guide the Test Administrator through either the computer-based or paper-based test administration of each content area and to help ensure proper testing procedures. Please review the directions in advance to become familiar with the scripted text and testing procedures. Read aloud to students only what is marked with a “SAY” and printed in the boxes.

### **Breaks During Test Session**

- Individual students are allowed to use the restroom.
- Stretch breaks are allowed on an individual student basis, as needed. Students may not talk, use their cell phones, or leave the room during their stretch break.
- Group or class stretch breaks are not allowed. Students cannot be stopped from testing by the Test Administrator for a stretch break.
- Significant breaks (individual or group) are not allowed. Once a class leaves the testing room, the test session will be over. This would exclude any emergency or other unusual situation that occurs during testing.

### **CBT Administration**

The Test Administrator needs a device (computer, tablet, or smart phone) to manage the CBT session. Test Administrator directions for administering a computer-based test are outlined in the *AzMERIT Test Administrator (TA) User Guide* found on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)).

### **PBT Administration Precautions**

- Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students can use a No. 2 pencil for annotations or underlining.
- Do not allow students to use correction fluid on the scorable test booklets.
- Do not allow students to make any marks near the timing marks on the edges of the scorable test booklets.
- Do not allow students to use extra paper or ink to write their ELA Writing test responses. Only responses that are written in pencil on the pages designated “Final Copy” will be scored.
- Do not use “sticky” notes, paperclips, tape, staples, or glue on the scorable test booklets.
- Do not insert loose papers into the scorable test booklets.
- Do not tape or glue additional paper into the scorable test booklets.
- Do not photocopy the test booklets.
- Do not disassemble or pull pages from the test booklet.
- Do not erase any stray marks, duplicate responses, or any other student created response from a student test booklet.

## Monitoring Testing

During the administration of AzMERIT, Test Administrators and Proctors must supervise the testing room at all times. Test Administrators and Proctors should move continuously about the room in an unobtrusive manner to ensure that students are using only appropriate testing materials and resources and to check that students are progressing through the test. Students should be allowed to work at their own pace.

Test Administrators and Proctors may answer student questions about test directions. Test Administrators and Proctors may not answer student questions about test content.

## Disruptive Students

Students who disrupt testing, refuse to participate, receive help from others, or otherwise engage in behavior not consistent with acceptable classroom behavior should be removed from the testing room as soon as possible to allow other students to continue to test undisturbed. Whenever possible, the disruptive student should be allowed to continue testing in a different location and be subject to the disciplinary procedures established by the school for such occurrences after completion of testing. If the student is believed to have participated in cheating, contact your Test Coordinator for guidance. The Arizona Department of Education recommends that the student's parents or guardians receive written notification of the disruption incident and its consequences.

## Students Who Leave the Room During Testing

Students should remain in the testing room during the entire scheduled test session. However, students may be allowed to go to the restroom, if necessary, during testing. Only one student may leave at a time.

- *For CBT testing:* The student must pause his or her test before leaving the room. The student will be required to sign in to his or her test when he or she returns to the room, and the Test Administrator will need to approve the student again.
- *For PBT testing:* The student's test materials must be collected by the Test Administrator before the student leaves the room and then given back to the student upon returning to the room.

## Students Who Leave School During Testing

Students who need to leave school before completing a particular test session of AzMERIT, including those students who leave due to illness, are ineligible to continue the test for that test session. The Test Administrator should inform the student that he or she will **not** be permitted to finish that session when the student returns to school.

- *For CBT testing:* The student must submit his or her test before leaving the room. If student is unable to submit the test, the Test Administrator may pause the test for that student and the test will automatically be submitted for scoring at the end of the testing day.
- *For PBT testing:* Collect the student's test booklet and dismiss the student from the testing room. The student's test booklet is to be returned to the Test Coordinator at the end of the testing day with the other test materials.

If the student returns to school during the testing window, he or she may continue testing on any test session(s) that had not yet been started.



## **After AzMERIT Testing**

### **Students Who Need Additional Test Time**

Most students should have time to finish the test during the allotted time. Students who require additional time must be allowed to complete the test. Follow the procedures established by your Test Coordinator for those students who need additional time to complete the test. Students cannot leave for a break until their test session is complete; however, students can have lunch brought to them, if necessary.

*For CBT testing:*

- If a student continues working on the current computer, he or she can continue to test.
- If a student must be moved to another computer or room, he or she must pause his or her test session before moving to another computer or room. The student must sign in to his or her test within 20 minutes. Test Administrator may have to start a new test session.

*For PBT testing:*

- If a student will continue testing in another test setting, the test booklet must be collected by the test administrator and the student must be escorted by an adult to the new location.

### **Ending CBT Testing**

When a student has finished testing, Test Administrators should verify that the student has submitted his or her test and then collect any scratch paper. Test Administrators can verify that a test has been submitted by checking the Student Status column in the Test Administrator (TA) Interface for a status of “Submitted.” Refer to the *Test Administrator User Guide* for more details on the statuses that appear in the TA Interface.

Once a student has submitted his or her test and returned any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end. Students may not use the computer or have access to their cell phones or other electronic devices until the end of the test session.

Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper. Follow the directions of your Test Coordinator regarding the return or disposal of this manual.

### ***Marking Non-Embedded Test Accommodations***

For students who received non-embedded accommodations that were not previously indicated, the Test Administrator who witnessed the use of the testing accommodations(s) or who actually provided the testing accommodation(s) must provide this information to the School Test Coordinator to update in TIDE.

### **Ending PBT Testing**

When a student has finished testing, Test Administrators should collect the student’s test booklet and any scratch paper. Confirm that the student’s handwritten name is on the test booklet cover and matches the name on the Student Pre-ID label. Once a student has returned his or her test booklet and any scratch paper, he or she may read or do classwork silently while waiting for the scheduled test session to end. Students may not have access to their cell phones or other electronic devices until the end of the test session.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.



*Marking Testing Accommodations*

For students who received testing accommodations, the Test Administrator or Proctor who witnessed the use of the testing accommodation(s) or who actually provided the testing accommodation(s) must mark the accommodation(s) used in Box 1 on the back of the student's test booklet. Mark the appropriate bubble using a No. 2 pencil for every accommodation the student used for that particular AzMERIT EOC test.

**Box 1 Accommodations**

1	Accommodations
<input type="radio"/>	Adult Transcription
<input type="radio"/>	Assistive Technology
<input type="radio"/>	Read Aloud Test Content
<input type="radio"/>	Sign Test Content
<input type="radio"/>	Simplified Directions
<input type="radio"/>	Translate Directions
<input type="radio"/>	Translation Dictionary

*Braille and Large Print*

Students who tested using a Braille version or Large Print version of the test booklet must have their responses **transferred to the standard test booklet that was provided in the Braille or Large Print kit**. Follow the guidance below for Adult Transcription. Responses not transferred to a regular test booklet will not be scored.

*Adult Transcription*

Students who produced their test responses using assistive technology, including Braille writers, or used Braille or a Large Print version of the test booklet must have their responses transferred to their standard test booklet. The Test Coordinator, Test Administrator, Proctor, or other designated school personnel may transfer student responses to a standard test booklet. Only responses written in a standard test booklet and returned with the scorable test materials are scored.

Using a No. 2 pencil, mark the student's responses exactly as indicated by the student. If the student marks more than one answer choice for a particular test item, mark the standard test booklet in the same way. If the student leaves a particular test item unanswered, leave that same test item unanswered in the standard test booklet. For the ELA Writing response and any other open-ended items, transfer the student's response exactly as produced by the student without changing spelling, punctuation, word choice, or any other aspect of the student's response.

The standard test booklet with the student's transferred responses and any original written student responses not in a standard test booklet, such as a Large Print test booklet, are to be returned to the Test Coordinator. Any electronic copy or tape recording of the student's responses must be deleted or erased.

*Returning Test Materials to the Test Coordinator*

All AzMERIT test booklets are to be returned to the Test Coordinator at the end of each testing day. Test Administrators should arrange the test booklets facing up. Paperclips or rubber bands must not be used to bind these materials as this may damage their edges.

All scratch paper is to be securely destroyed based on district/charter guidance.

## Section 2. Computer-Based Testing (CBT) Scripted Directions for AzMERIT End-of-Course (EOC)

### Manuals required to administrator CBT EOC tests:

- *Test Administration Directions End-Of-Course*
- *Test Administrator (TA) User Guide*
  - Starting Sessions
  - Approving Students for Testing
  - Monitoring Student Progress
  - Pausing and/or Stopping a Test Session
- *TIDE User Guide (optional)*
  - Viewing and Editing Students
  - Printing Test Tickets
- A “Testing—Do Not Disturb” sign.

All CBT Test Administrators must refer to the *Test Administrator User Guide* found on the AzMERIT Portal ([azmeritportal.org/resources](http://azmeritportal.org/resources)) for step-by-step instructions on the various tasks necessary to correctly administer the computer-based test.

The Test Coordinator or the Test Administrator may print testing tickets from TIDE. Please refer to the “Working With Student Information” section of the *TIDE User Guide* for instructions on how to print testing tickets for students. Testing tickets will generate in a PDF and default to display 10 tickets per page. Tickets should be printed and cut in advance of the test session so that testing is not delayed. If testing tickets are used, distribute them at the beginning of the test session.

### Secure Browser

Launch the AzMERIT Secure Browser on each device being used for student testing.

On the Test Administrator’s device, click and log into the “Administer Spring 2016 AzMERIT Test” card on the AzMERIT portal. This will launch the Test Administrator (TA) Interface. In the TA Interface, open a test session that includes each of the tests you are administering in this session. Write the Session ID clearly on the board or somewhere else where students will be able to see it. Students must enter the Session ID exactly as it is written.

### Overview ELA Test (ELA 9, ELA 10, ELA 11)

The AzMERIT EOC ELA test (ELA 9, ELA 10, ELA 11) consists of a Writing test and a Reading test that is divided into two parts, Reading Part 1 and Reading Part 2. Students may use scratch paper during the Writing test only and may not use scratch paper on any part of the Reading test. Students will have access to an embedded Dictionary and Thesaurus tool for the writing test.

### Overview Math Test (Algebra I, Geometry, Algebra II)

The AzMERIT EOC Math test (Algebra I, Geometry, Algebra II) is divided into two parts, Math Part I and Math Part II. Students testing may use scratch paper. Students will have access to an embedded

calculator for appropriate test sessions. Refer to the AzMERIT Calculator Policy on page 4 for guidance on calculators for testing.

## **Day 1–ELA Writing Test**

The AzMERIT ELA Writing test is administered in one test session.

- Launch the AzMERIT Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute tickets (if using).
- Distribute scratch paper.

Students may use scratch paper to prepare their response, but their response must be typed in the test's response space. Students will have access to basic formatting tools for their writing, as well as an embedded Dictionary and Thesaurus tool. Students may also have access to a paper version approved dictionary and thesaurus (optional).

### **Computer-Based Testing Scripted Directions for Day 1 ELA Writing Test**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking ELA Writing, a portion of Arizona's Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Writing test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a "Help" button on your screen during testing that shows you how to use some of the testing features.</p> <p>The Writing test is not a timed test. If you have not completed the Writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today's school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>Today's Writing test has one prompt and one or more passages for you to read and respond to.</p> <p>There is also a Writing Guide that provides criteria expected for your response. You may use the Dictionary/Thesaurus tool in your test as well.</p> <p>You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must type your final response on the computer. Remember that your work must address the writing prompt and passages.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID that I have written on the board. Click “Sign In.”
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**Note:** If you provided students with a Test Ticket, the student’s legal name and ID, which is the student’s SSID, are provided for the student’s reference. If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

<b>SAY</b>	Once you have signed in, the screen will display your legal name, birth date, SSID, school, and grade. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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**Note:** If the student’s grade is incorrect, the student may continue to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

<b>SAY</b>	<p>Now, select the ELA Writing Test and you will see the “Waiting for TA Approval” page.</p> <p>In a few minutes, I will approve you to test. You will then be able to click the “Yes, Start My Test” button and be taken to the “Text-to-Speech Check” page. When you are on that page, you will put on your headphones and click the green speaker icon to hear the voice. If the voice is audible, you will click “Yes, I heard the voice.” If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again.</p> <p>If you still cannot hear the voice clearly, click “No, I did not hear the voice” and raise your hand.</p> <p>When you click that you have heard the voice, the “Test Instructions and Help” page will appear. You will have the option of reading or listening to the “Test Instructions and Help” page. You will review this page to understand what test tools are available and how to navigate through the test, but should <b>not</b> click the “Begin Test Now” until you have been given further instructions.</p> <p>I will now approve you to test.</p>
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Text-to-Speech Check” page.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and approved to begin testing:

<b>SAY</b>	I have approved you to test. You will go through the “Text-to-Speech Check” and read or listen to the “Test Instructions and Help” page. Do <b>not</b> click the “Begin Test Now” button. Put on your headphones and click the “Yes, Start My Test” button to begin.
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**Note: All students will see the “Text-to-Speech Check” page since all students have the ability to use Text-to-Speech for the “Test Instructions and Help” page.**

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

<b>SAY</b>	When you have finished your Writing test, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, click “End Test.” Once you click “End Test” you will have a chance to go back and review your response. If you are satisfied with your response, click the “Submit Test” button. Once you click the “Submit Test” button you will NOT be able to return to your response.  You must remain silent until the conclusion of the test session.  Are there any questions before we begin?
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Answer any questions.

<b>SAY</b>	Click “Begin Test Now.”
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While students are taking the Writing test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished testing, you will be allowed to continue working, but pause your test at this time. If you have finished testing and reviewed your response, click “Submit Test.”  This concludes the test session.
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

***Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.***

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the Test Administrator (TA) Interface. This will end the test session. Next, click “Log Out” in the upper-right corner of the TA Interface.

## **Day 2 and/or Day 3–ELA Reading Test (Parts 1 and 2)**

The AzMERIT ELA Reading test is administered in two parts, one test session for each part.

- Launch the AzMERIT Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute tickets (if using).

**The use of scratch paper is prohibited on both of the reading parts.**

### **Computer-Based Testing Scripted Directions for Day 2 and/or Day 3 ELA Reading (Part 1 or 2)**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking ELA Reading Part [1 or 2], a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Reading test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>Today’s Reading test contains several passages and questions about those passages.</p> <p>The Reading test is not a timed test. If you have not completed this part of the test at the conclusion of this test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID that I have written on the board. Click “Sign In.”</p>
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**Note: If you provided students with a Test Ticket, the student’s legal name and ID, which is the student’s SSID, are provided for the student’s reference.** If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

<b>SAY</b>	<p>Once you have signed in, the screen will display your legal name, birth date, SSID, school, and grade. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.</p>
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**Note:** If the student's grade is incorrect, the student may continue to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click "No." Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

<b>SAY</b>	<p>Now, select the ELA Reading test (Part 1 or Part 2) you will be taking today and you will see the "Waiting for TA Approval" page. In a few minutes, I will approve you to test. You will then be able to click the "Yes, Start My Test" button and be taken to the "Sound Check" and "Text-to-Speech Check" pages.</p> <p>On the "Sound Check" page, click the sound icon and click "Yes" if you hear the sound. Raise your hand if you do not hear the sound.</p> <p>When you are on the "Text-to-Speech Check" page, you will put on your headphones and click the green speaker icon to hear the voice. If the voice is audible, click "Yes, I heard the voice." If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again. If you still cannot hear the voice clearly, click "No, I did not hear the voice" and raise your hand.</p> <p>Once you click that button, the "Test Instructions and Help" page will appear. Review this page but do <b>not</b> click the "Begin Test Now" until you have been given further instructions.</p> <p>I will now approve you to test.</p>
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In the TA Interface, you will see an "Approvals" box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the "Text-to-Speech Check" page.

You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface except for ASL and Closed Captioning, which must be changed in TIDE. To confirm the settings and approve the student for testing, click "Set & Approve." To deny students access to testing, click "Deny" for the student.

Once all students are signed in to the test session and approved to begin testing:

<b>SAY</b>	<p>I have approved you to test. Click "Yes, Start My Test" button. Go through the "Sound Check," "Text-to-Speech Check," and read the "Test Instructions and Help" pages. Do not click the "Begin Test Now" button.</p>
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**Note:** All students will see both the "Text-to-Speech Check" and "Sound Check" pages since all students have the ability to use Text-to-Speech for the "Test Instructions and Help" page, and all students will encounter listening passages.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

<b>SAY</b>	<p>When you have finished your ELA Reading test, click “End Test.” Once you click “End Test” you will have a chance to go back and review your answers. If you are satisfied with your answers click the “Submit Test” button. Once you click the “Submit Test” button, you will NOT be able to return to your answers.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

<b>SAY</b>	Click “Begin Test Now.”
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While students are taking the Reading test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, do not allow students to use electronic devices, including cell phones, until after all students are signed out of the test session.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working, but pause your test at this time. If you have finished testing and reviewed your answers click “Submit Test.”</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

***Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.***

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Next, click “Log Out” in the upper-right corner of the TA Interface.

## **Day 1 and/or Day 2–Math Test (Algebra I, Geometry, Algebra II) (Parts 1 and 2)**

The AzMERIT Math test (Algebra I, Geometry, Algebra II) is administered in two parts, one test session for each part.

- Launch the AzMERIT Secure Browser on each device being used for student testing.
- Write the Session ID clearly on the board or somewhere else where students will be able to see it.
- Distribute tickets (if using).
- Distribute scratch paper.

Students testing may use scratch paper, but the student’s response must be recorded on the computer. While there is a calculator provided online for computer-based testing, students may use a physical handheld calculator. If handheld calculators are being used, make sure that they have been appropriately configured for testing as specified in the AzMERIT Calculator Policy. Refer to the **AzMERIT Calculator Policy** for guidance on calculators for testing.

### **Computer-Based Testing Scripted Directions for Day 1 and/or Day 2 Math (Part 1 or 2)**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking Math [Algebra I, Geometry, Algebra II], Part [1 or 2], a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own computer. Approved calculators are allowed during the test. All other personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session. Any student who has any prohibited personal electronic device in his or her possession during this test session <b>may</b> have his or her Math test invalidated. If you have a question or need help during the test, raise your hand, and I will come to you. Remember that you have a “Help” button on your screen during testing that shows you how to use some of the testing features.</p> <p>You may use scratch paper but you need to record your answer on the computer.</p> <p>The Math test is not a timed test. If you have not completed this part of the test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this part of the test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>You will now sign in to the test. On the sign-in screen on your computer, enter your legal first name (not your nickname), your SSID, and the Session ID I have written on the board.</p> <p>Click “Sign In.”</p>
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**Note: If you provided students with a Test Ticket, the student’s legal name and ID, which is the student’s SSID, are provided for the student’s reference.** If a student is unable to sign in, he or she will be prompted to try again or contact the Test Administrator. Be sure that the student has entered his or her legal first name, not a nickname, has entered the correct SSID, and has entered the correct Session ID. The Test Administrator can look up the correct information using the Student Lookup function on the TA Interface.

Test Administrators may assist students with signing in, if necessary.

<b>SAY</b>	Once you have signed in, the screen will display your legal name, birth date, SSID, school, and grade. If all the information on your screen is correct, select “Yes” to continue. If any of the information is incorrect, please raise your hand, and I will help you.
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**Note:** If the student’s grade is incorrect, the student may continue to test.

If any other student information is incorrect, the student **must not** proceed with testing. The student should click “No.” Student information must be updated in TIDE prior to testing. There can be up to a 24-hour delay between TIDE and the Test Delivery System (TDS) to display the updated student information in the TDS. Once the change has been made in TIDE, the student can continue to test even if the prior information is still showing.

Verify that all students are signed in.

<b>SAY</b>	<p>Now, select the Math test (Algebra I, Geometry, or Algebra II) (Part 1 or Part 2) you will be taking today and you will see the “Waiting for TA Approval” page.</p> <p>In a few minutes, I will approve you to test. You will then be able to click the “Yes, Start My Test” button and be taken to the “Text-to-Speech Check” page. When you are on that page, you will put on your headphones and click the green speaker icon to hear the voice. If the voice is audible, you will click “Yes, I heard the voice.” If the voice is not audible or clear, adjust the settings using the sliders and click the speaker icon again.</p> <p>If you still cannot hear the voice clearly, click “No, I did not hear the voice” and raise your hand.</p> <p>When you click that you have heard the voice, the “Test Instructions and Help” page will appear. You will have the option of reading or listening to the “Test Instructions and Help” page. You will review this page to understand what test tools are available and how to navigate through the test, but should <b>not</b> click the “Begin Test Now” until you have been given further instructions.</p> <p>I will now approve you to test.</p>
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In the TA Interface, you will see an “Approvals” box in the upper right corner that tells you which students have signed in and are waiting for your approval. Students cannot proceed without the approval of the Test Administrator. Once approved, students will be taken to the “Text-to-Speech Check” page. You may review and edit student test settings during the approval process. All accommodations and settings can be updated in the TA Interface. To confirm the settings and approve the student for testing, click “Set & Approve.” To deny students access to testing, click “Deny” for the student.

Once all students are signed in to the test session and approved to begin testing:

<b>SAY</b>	I have approved you to test. You will go through the “Text-to-Speech Check” and read or listen to the “Test Instructions and Help” page. Do <b>not</b> click the “Begin Test Now” button. Put on your headphones and click the “Yes, Start My Test” button to begin.
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**Note:** All students will see the “Text-to-Speech Check” page since all students have the ability to use Text-to-Speech for the “Test Instructions and Help” page.

Assist any students who are unable to hear the audio.

- Check to make sure the headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

If audio issues cannot be resolved, move student to another computer with working audio.

<b>SAY</b>	<p>When you have finished your Math test, click “End Test.” Once you click “End Test” you will have a chance to go back and review your answers. If you are satisfied with your answers click the “Submit Test” button. Once you click the “Submit Test” button you will NOT be able to return to your response.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions before we begin?</p>
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Answer any questions.

<b>SAY</b>	Click “Begin Test Now.”
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While students are taking the Math test, move around the room to make sure students are progressing through the test. Test Administrators may answer student questions about test directions. **Test Administrators may not answer student questions about test content.**

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s scratch paper. Do not allow students to use electronic devices, including cell phones, until after all materials have been collected from each student testing and all students are signed out of the test session.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished testing, you will be allowed to continue working, but pause your test at this time. If you have finished testing and reviewed your answers click “Submit Test.”</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. Verify that these students have their test in “pause” status.

Verify that all other students have submitted their test.

***Follow the procedures established by your Test Coordinator for students who need additional time to complete the test.***

Collect any scratch paper. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

If all students have completed testing in the test session, click the red “Stop Session” button in the top banner of the TA Interface. This will end the test session. Next, click “Log Out” in the upper-right corner of the TA Interface.

## Section 3. Paper-Based Testing (PBT) Scripted Directions for AzMERIT End-of-Course (EOC)

Manuals required to administrator PBT EOC tests:

- *Test Administration Directions End-Of-Course*
- *TIDE User Guide (optional)*
  - Printing Pre-ID Labels
- A “Testing—Do Not Disturb” sign.

Student Pre-ID labels must be affixed to test booklets **before** testing. If any student expected to test on AzMERIT is missing a Student Pre-ID label, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test. Students should **not** be permitted to test without a Pre-ID label or with an incorrect label.

Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.

### Overview ELA Test (ELA 9, ELA 10, ELA 11)

The AzMERIT EOC ELA test (ELA 9, ELA 10, ELA 11) consists of a Writing test and a Reading test that is divided into two parts, Reading Part 1 and Reading Part 2. The AzMERIT ELA test booklet covers are in the orange and red color palette. No other AzMERIT test booklet should be used for this test session. Students may use scratch paper during the Writing test only and may not use any scratch paper on any part of the Reading test. Students will need access to an approved dictionary and thesaurus for the writing test.

### Overview Math Test (Algebra I, Geometry, Algebra II)

The AzMERIT EOC Math test (Algebra I, Geometry, Algebra II) is divided into two parts, Math Part 1 and Part 2. The AzMERIT Math test booklets are in the purple color palette. No other AzMERIT test booklet should be used for this test session. Students may use scratch paper. Students will need access to an appropriate calculator. Refer to the AzMERIT Calculator Policy on page 4 for guidance on calculators for testing.

## **Day 1–ELA Writing Test**

The AzMERIT ELA Writing test is administered in one test session.

- Student must have correct Pre-ID label affixed to test booklet.
- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Students will need access to an approved dictionary and thesaurus for the writing test.
- Distribute the scratch paper and test booklets with Pre-ID labels to students.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**

### **Paper-Based Testing Scripted Directions for Day 1 ELA Writing Test**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking ELA Writing, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.</p> <p>Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Writing test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.</p> <p>The Writing test is not a timed test. If you have not completed the Writing test at the conclusion of the test session, you will be allowed to continue working. However, you must complete this Writing test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>On the front cover of your test booklet you will see a label with your legal name, school, ID (your SAIS ID), and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.</p>
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**Note:** If the student’s grade is incorrect, the student may continue to test. Students ***should NOT be permitted to test*** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

<b>SAY</b>	<p>Now write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” with the information shown on the board.</p>
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Make sure students complete the information correctly.

Hold up a test booklet. In the test booklet as you refer to the writing prompt, passages, the Writing Guide, and Final Copy pages, show those pages to the students.



<b>SAY</b>	<p>Today's Writing test has one prompt and one or more passages for you to read and respond to.</p> <p>There is also a Writing Guide that provides criteria expected for your response. You may use a dictionary and thesaurus as well.</p> <p>You may use scratch paper to plan your response and write your rough draft. When you have finished planning your response, you must write your final response in your test booklet on the three pages designated "Final Copy." Your final response may be in cursive or printed letters. However, it is important that your response be legible. Remember that your work must address the writing prompt and passages.</p> <p>Before you test, please remember the following:</p> <ul style="list-style-type: none"> <li>• Use a No. 2 pencil for your writing response.</li> <li>• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.</li> <li>• Only what is written on the three pages marked "Final Copy" will be scored. Write only on the lines provided.</li> <li>• Do not write in the margins.</li> <li>• When you see the stop sign, do not go on to the next part in the test booklet.</li> </ul> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>When you have finished, be sure to reread your response and make any necessary edits. When you are satisfied with your final response, close your test booklet. Raise your hand, and I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test session. Are there any questions before we begin?</p>
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Answer any questions.

<b>SAY</b>	<p>Open your test booklet to page 3, the Writing Section. You may now read the prompt and begin the test.</p>
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Make sure all students have turned to the correct page in their test booklets. While students are taking the Writing test, move around the room to make sure students are progressing through the test.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper. Separate the test booklets from the scratch paper.

Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students testing.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished, you will be allowed to continue working, but please close your booklet at this time.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish the Writing test during the allotted time. At the end of the test session, identify those students who require additional time to complete the test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and **must** be accounted for at the end of each test session. Missing test booklets must be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

## **Day 2–ELA Reading Test Part 1**

The AzMERIT ELA Reading test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute test booklets with Pre-ID labels to students.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**

**The use of scratch paper is prohibited on both Reading Part 1 and Part 2.**

### **Paper-Based Testing Scripted Directions for Day 2 ELA Reading Test (Part 1)**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking ELA Reading Part 1, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.</p> <p>Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Reading test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.</p> <p>The Reading test is not a timed test. If you have not completed Part 1 of the Reading test at the conclusion of this test session, you will be allowed to continue working. However, you must complete Part 1 of the Reading test by the end of today’s school day.</p>
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Answer any questions.

<b>SAY</b>	<p>Students must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.</p>
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Pause while students confirm they have the correct test materials. If any student did not participate in the previous ELA test session, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.

**Note:** If the student’s grade is incorrect, the student may continue to test. Students ***should NOT be permitted to test*** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

<b>SAY</b>	<p>Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose.</p> <p>Before you test, please remember the following:</p> <ul style="list-style-type: none"> <li>• Use a No. 2 pencil for your answers.</li> <li>• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.</li> <li>• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.</li> <li>• Do not write in the margins.</li> <li>• If you want to change an answer, completely erase the mark you made before making a new mark.</li> </ul> <p>The Reading test has two parts. We will begin with Part 1. When you finish Part 1, you will see the stop sign. Do not go beyond the stop sign.</p> <p>After you test, please recheck the following:</p> <ul style="list-style-type: none"> <li>• Every question in this part of the test booklet has been answered.</li> <li>• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.</li> <li>• All other bubbles are empty and all stray marks have been erased.</li> </ul> <p>You may not go back to any other part of this test booklet at any time.</p> <p>Are there any questions?.</p>
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Answer any questions.

<b>SAY</b>	Open your test booklet to page 17.
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Make sure all students have turned to the correct page.

<b>SAY</b>	<p>We will begin by doing two sample questions. You will mark your answers in your test booklet.</p> <p>Read Sample A in your test booklet. Then fill in the bubble for the answers you choose. When you have finished with Sample A, stop working.</p>
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Give students time to answer Sample A, and then continue.

<b>SAY</b>	<p>The correct answer for Sample A is "A."</p> <p>Now read Sample B in your test booklet. Then fill in the bubble for the answers you choose. When you have finished Sample B, stop working.</p>
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Give students time to answer Sample B, and then continue.

<b>SAY</b>	<p>The correct answer for Sample B is “C.”</p> <p>Be sure to read each question carefully. Some questions will require you to mark more than one answer.</p> <p>When you finish, check your work for Reading Part 1 only. Then, close your test booklet and raise your hand. I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Now turn the page and you may begin Part 1 of the Reading test.
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Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the Reading test, move around the room and make sure students are progressing.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s test booklet.

Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students testing.

When the test session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish Part 1 of the Reading test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 1 of the Reading test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining test booklets from the students. All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

## **Day 2 or Day 3–ELA Reading Test Part 2**

The AzMERIT ELA Reading test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute test booklets with Pre-ID labels to students.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**

**The use of scratch paper is prohibited on both Reading Part 1 and Part 2.**

### **Paper-Based Testing Scripted Directions for Day 2 or Day 3 ELA Reading Test (Part 2)**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking ELA Reading Part 2, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.</p> <p>Any student who has any personal electronic device in his or her possession during this test session <b>may</b> have his or her Reading test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.</p> <p>The Reading test is not a timed test. If you have not completed Part 2 of the Reading test at the conclusion of this test session, you will be allowed to continue working. However, you must complete Part 2 of the Reading test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>Students must use the same test booklet for all ELA test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.</p>
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Pause while students confirm they have the correct test materials. If any student did not participate in any previous ELA test sessions, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.

**Note:** If the student’s grade is incorrect, the student may continue to test. Students ***should NOT be permitted*** to test without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

<b>SAY</b>	<p>Today's Reading test contains several reading passages followed by questions about those passages. You may refer back to the passages when answering the questions. You will mark your answers in the test booklet by filling in the bubble or bubbles that match the answer you choose.</p> <p>Before you test, please remember the following:</p> <ul style="list-style-type: none"> <li>• Use a No. 2 pencil for your answers.</li> <li>• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.</li> <li>• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.</li> <li>• Do not write in the margins.</li> <li>• If you want to change an answer, completely erase the mark you made before making a new mark.</li> </ul> <p>The Reading test has two parts. We will begin with Part 2. When you finish Part 2, you will see the stop sign. Do not go beyond the stop sign.</p> <p>After you test, please recheck the following:</p> <ul style="list-style-type: none"> <li>• Every question in this part of the test booklet has been answered.</li> <li>• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.</li> <li>• All other bubbles are empty and all stray marks have been erased.</li> </ul> <p>You may not go back to any other part of this test booklet at any time.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Open your test booklet to [ELA 9—page 47, ELA 10—page 51, ELA 11—page 53].
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Make sure all students have turned to the correct page.

<b>SAY</b>	<p>We will begin by doing one sample question. You will mark your answers in your test booklet.</p> <p>Read Sample C in your test booklet. Then fill in the bubbles for the answers you choose. When you have finished Sample C, stop working.</p>
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Give students time to answer Sample C, and then continue.

<b>SAY</b>	<p>The correct answers for Sample C are “B” and “C.”</p> <p>Be sure to read each question carefully. Some questions will require you to mark more than one answer.</p> <p>When you finish, check your work for Reading Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Now turn the page, and you may begin Part 2 of the Reading test.
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Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the Reading test, move around the room and make sure students are progressing.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet.

Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from all students testing.

When the test session ends:

<b>SAY</b>	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.
	This concludes the test session.

Most students should have had enough time to finish Part 2 of the Reading test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 2 of the Reading test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining test booklets from the students. All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

## Day 1–Math Test Part 1

All AzMERIT Math test is administered in two parts, one test session for each part.

- Student must have correct Pre-ID label affixed to test booklet.
- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper.
- Students will need access to an approved calculator.
- Distribute test booklets with Pre-ID labels to students.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**

### Paper-Based Testing Scripted Directions for Day 1 Math Test (Part 1)

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking the Math [Algebra I, Geometry, Algebra II] Part 1, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Do not open your test booklet until I tell you to do so.</p> <p>Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Approved calculators are allowed during the test. All other personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.</p> <p>Any student who has any prohibited personal electronic device in his or her possession during this test session <b>may</b> have his or her Math test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.</p> <p>The Math test is not a timed test. If you have not completed Part 1 of the Math test at the conclusion of this test session, you will be allowed to continue working. However, you must complete Part 1 of the Math test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>On the front cover of your test booklet you will see a label with your legal name, school, ID (your SAIS ID), and birth date. Please review this information and raise your hand if any part of the label is incorrect or if the label is missing.</p>
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**Note:** If the student’s grade is incorrect, student may continue to test. Students ***should NOT be permitted to test*** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

<b>SAY</b>	<p>Now write your name on the line labeled “Student Name.” Complete the lines labeled “Teacher Name,” “School,” and “District” with the information shown on the board.</p>
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Make sure students complete the information correctly.

<b>SAY</b>	<p>Today's Math test contains several types of math problems. You will mark your answers in the test booklet in the designated area for each question.</p> <p>Before you test, please remember the following:</p> <ul style="list-style-type: none"> <li>• Use a No. 2 pencil for your answers.</li> <li>• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.</li> <li>• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.</li> <li>• Do not write in the margins.</li> <li>• If you want to change an answer, completely erase the mark you made before making a new mark.</li> </ul> <p>The Math test has two parts. We will begin with Part 1. When you finish Part 1, you will see the stop sign. Do not go beyond the stop sign.</p> <p>After you test, please recheck the following:</p> <ul style="list-style-type: none"> <li>• Every question in this part of the test booklet has been answered.</li> <li>• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.</li> <li>• All other bubbles are empty and all stray marks have been erased.</li> </ul> <p>You may not go back to any other part of this test booklet at any time. Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Open your test booklet to page 3.
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Make sure all students have turned to the correct page.

<b>SAY</b>	<p>We will begin by doing two sample questions. You will mark your answers in your test booklet.</p> <p>Read Sample A in your test booklet. Then fill in the bubble for the answer you choose. When you have finished Sample A, stop working.</p>
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Give students time to answer Sample A, and then continue.

<b>SAY</b>	<p>The correct answer for Sample A is "A."</p> <p>Now read and answer Sample B in your test booklet. To answer this type of grid-in response question, you must bubble your answer in the grid. You may left or right justify your answer. Blanks are generally ignored. Only the bubbles in the grid are scored. The boxes above the grid are only to assist you with filling out the grid and are not scored. If the answer for an item is a mixed number, leave a space between the whole number and the fraction. When you have finished Sample B, stop working..</p>
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Give students time to answer Sample B. Ensure that students are filling in the bubbles in the grid, and then continue.

<b>SAY</b>	<p>The correct answer for Sample B is “-3.” To receive credit you must have filled in the bubbles that correspond to your answer.</p> <p>Be sure to read the directions within each question carefully. Some questions will require you to give your answer in different ways.</p> <p>When you finish, check your work for Part 1 only. Then, close your test booklet and raise your hand. I will collect your test booklet.</p> <p>You must remain silent until the conclusion of the test session.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Now turn the page and you may begin Part 1 of the Math test.
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Make sure all students have turned to the correct page in their test booklets. While students are taking Part 1 of the Math test, move around the room to make sure students are progressing through the test.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student’s test booklet and scratch paper.

Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the session ends:

<b>SAY</b>	<p>The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.</p> <p>This concludes the test session.</p>
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Most students should have had enough time to finish Part 1 of the Math test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 1 of the Math test. ***Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.***

Collect all remaining scratch paper, calculators, and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.

## **Day 1 and/or Day 2–Math Test Part 2**

The AzMERIT Math test is administered in two parts, one test session for each part.

- Before the test session begins, write the teacher name, school name, and district name clearly on the board or somewhere else where students will be able to see it.
- Distribute scratch paper.
- Students will need access to an approved calculator.
- Distribute test booklets with Pre-ID labels to students.

**Do not allow students to use ink, colored pens/pencils, markers, or highlighters in their scorable test booklets. Students may use a No. 2 pencil for any annotation or underlining.**

### **Paper-Based Testing Scripted Directions for Day 1 and/or Day 2 Math Test (Part 2)**

<b>SAY</b>	<p>Today, [DAY, DATE], you will be taking Math [Algebra I, Geometry, Algebra II] Part 2, a portion of Arizona’s Statewide Achievement Assessment, AzMERIT.</p> <p>Do not open your test booklet until I tell you to do so. Talking during the test is not allowed, and you may not discuss the questions or your answers after the test. Keep your eyes on your own test booklet. Approved calculators are allowed during the test. All other personal electronic devices including but not limited to cell phones, smart watches, or any other electronic devices are not permitted during the entire test session.</p> <p>Any student who has any prohibited personal electronic device in his or her possession during this test session <b>may</b> have his or her Math test invalidated. If you have a question or need help with something during the test, raise your hand, and I will come to you.</p> <p>The Math test is not a timed test. If you have not completed Part 2 of the Math test at the conclusion of this test session, you will be allowed to continue working. However, you must complete Part 2 of the Math test by the end of today’s school day.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	<p>Students must use the same test booklet for both Math test sessions. Please check to see that the test booklet in front of you is the same one you used for previous AzMERIT testing and has your name on the front cover.</p>
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Pause while students confirm they have the correct test materials. If any student did not participate in the previous Math test session, guide the student through completing the “Student Name,” “Teacher Name,” “School,” and “District” lines on the front of the student’s test booklet.

**Note:** If the student’s grade is incorrect, the student may continue to test. Students ***should NOT be permitted to test*** without a Pre-ID label or with an incorrect label. If any student is missing a Student Pre-ID label or a new label is needed, contact the Test Coordinator immediately to obtain the necessary Student Pre-ID label before administering the AzMERIT test.

<b>SAY</b>	<p>Today's Math test contains several type of math problems. You will mark your answers in the test booklet in the designated area for each question.</p> <p>Before you test, please remember the following:</p> <ul style="list-style-type: none"> <li>• Use a No. 2 pencil for your answers.</li> <li>• You may write in your test booklet, but do not write or mark near the bubbles where you will fill in your answers.</li> <li>• Do not use ink, colored pens/pencils, markers, or highlighters in your scorable test booklets. You can use your No. 2 pencil for any annotations or underlining.</li> <li>• Do not write in the margins.</li> <li>• If you want to change an answer, completely erase the mark you made before making a new mark.</li> </ul> <p>The Math test has two parts. We will begin with Part 2. When you finish Part 2, you will see the stop sign. Do not go beyond the stop sign.</p> <p>After you test, please recheck the following:</p> <ul style="list-style-type: none"> <li>• Every question in this part of the test booklet has been answered.</li> <li>• For answers with bubbles, the bubbles are filled in completely using a No. 2 pencil.</li> <li>• All other bubbles are empty and all stray marks have been erased.</li> </ul> <p>You may not go back to any other part of this test booklet at any time.</p> <p>Are there any questions?</p>
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Answer any questions.

<b>SAY</b>	Open your test booklet to [Algebra I—page 27, Geometry—page 33, Algebra II—page 27].
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Make sure all students have turned to the correct page.

<b>SAY</b>	<p>We will begin by doing one sample question. You will mark your answers in your test booklet.</p> <p>Read Sample C in your test booklet. Then write your answer in the box provided. When you have finished Sample C, stop working.</p>
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Give students time to answer Sample C, and then continue.

<b>SAY</b>	<p>The correct answer for Sample C is "<math>m=2d</math>" or any equivalent equation.</p> <p>This is only one type of question you will see. In addition, you may see grid-in response questions. On these items, blanks are generally ignored. You may left or right justify your answer. If the answer for an item is a mixed number, leave a space between the whole number and the fraction. Be sure to bubble in your answer in the grid.</p> <p>Read the directions within each question carefully. Some questions will require you to give your answer in different ways.</p>
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<b>SAY</b>	When you finish, check your work for Part 2 only. Then, close your test booklet and raise your hand. I will collect your test booklet.  You must remain silent until the conclusion of the test session.  Are there any questions?
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Answer any questions.

<b>SAY</b>	Now turn the page and begin Part 2 of the Math test.
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Make sure all students have turned to the correct page in their test booklets. While students are taking Part 2 of the Math test, move around the room to make sure students are progressing through the test.

Individual students may take a stretch break during the test as needed. Students may not talk, use their cell phones, or leave the room during the stretch break.

As each student finishes the test, collect the student's test booklet and scratch paper.

Do not allow students to use electronic devices, including cell phones, until after all test materials have been collected from the students testing.

When the session ends:

<b>SAY</b>	The test session is now over. If you have not finished, you will be allowed to continue working, but please close your test booklet at this time.  This concludes the test session.
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Most students should have had enough time to finish Part 2 of the Math test during the allotted test session time. At the end of the test session, identify those students who require additional time to complete Part 2 of the Math test. *Follow the procedures established by your Test Coordinator for these students who need additional time to complete the test.*

Collect all remaining scratch paper and test booklets from the students. Follow the directions of your Test Coordinator regarding the return or secure disposal of all used scratch paper.

All test booklets are secure documents and must be accounted for at the end of each test session. Missing test booklets **must** be located **prior** to dismissing students.

All test booklets should be returned immediately to the Test Coordinator. If this is not possible, store all test booklets in **secure, locked storage** until returned to the Test Coordinator. All test booklets must be returned to the Test Coordinator by the end of the school day.

Once the student has completed testing and turned in their test booklet, no student or adult can go back and review, change, or correct the test booklets for any reason. This includes checking for missing responses, duplicate responses, stray marks, etc. All test booklets will be returned for scoring as completed by the student.